

AGENDA
Bendigo Easter Fair Inc
Committee Of Management

Notice is hereby given that a meeting of the Bendigo Easter Fair Inc Committee of Management for the month of January will be held as follows:

Time: 6pm
Date: JAN. Thursday 16th 2003
Venue: Bendigo Easter Festival Office
Public Library Building,
Hargreaves Street, Bendigo

Please note: Committee only meeting to precede general committee meeting.

1. Attendance and Apologies

2. Minutes of Previous Board of Management
- 12th December 2002

3. General Business

3.1 Marketing Co-ordinator

- 3.1.1 Membership Launch
- 3.1.2 Marketing report

3.2 Event Co-Coordinator

- 3.2.2 Sky Diving
- 3.2.3 Cavalcade
- 3.2.4 Lap Top service
- 3.2.5 Event Report

3.3 2003 Festival Review - current status of all activities

- 3.3.1 Festival Opening
- 3.3.2 Coliban Water Day at the Lake
- 3.3.3 Food and Wine Festival,
- 3.3.4 Extreme Sports Day
- 3.3.5 Cavalcade.
- 3.3.4 Fireworks and Parades
- 3.3.5 Children's Wonderland
- 3.3.6 Site Holders
- 3.3.7 Budget
- 3.3.8 General

3.4 Committee General Business

- 4. Planning process for Bendigo Easter Festival.
 - 5. Volunteer Plan development
 - 6. Date of next meeting
- Meeting Closed.



Bendigo Easter Fair Incorporated
Committee of Management Meeting – January 16 2003
MINUTES

Meeting opened at 6:40pm

Attendance: Barry Rochford , Maree Murphy, Brett Henderson, Rachel Lowe, Fay Buerger, Leo Gray, Kylie Howell, Brad Van Doren.

Apologies: None

Absent: Geoff Cartwright

2. That the minutes of 12th December are a true account of the meeting. Carried over to next meeting.

3.3.2 Action: "Leo to investigate alternatives (big name, broad appeal) for the Friday night Bachelor Girl event."

3.3.2 Action "Maree to assume responsibility of Coliban Water day at the Lake portfolio."

Action "Negotiations to take place with Vision Australia regarding fee's for Friday events. Preferred Fee's are \$3.00 for the children's Easter egg hunt, and a gold coin donation for the pancake breakfast"

Action "Follow up letter to the Victorian Drug-Free Power lifters regarding invitation to participate in the festival."

Action "Create a letter inviting the 15th Transport squadron (Army) to participate in the 2003 festival"

3.3.8 Action "Book Indian Restaurant for festival gala parade viewing lunch"

3.3.9 Action "Hire the Gym Bus for children's event on Sunday and charge a fee of \$0.50 to participate"

3.3.10 Action "The Condor-Copters contract to be investigated. If possible, the contract to be renegotiated to \$2000 per year, payment in advance."

3.3.13 Action "Barry to approach Andrew Paul regarding additional staff members for the office approaching Easter"

3.4.1 Action: "Membership Launch to be held on January 29th, 10am, where Simon Mulqueen's life membership will be announced."

Action: "Festival Launch to be held on 25th February, 10am. Entertainment to be confirmed"

Note: 2002 was themed with Kewpie doll and "Circus Kids"

3.4.2 Action "Invite 'good supporters' of the 2002 Raffle to participate as food vendors for revenue raising in 2003 at the Torchlight parade and Gala Fireworks. Percentage of revenue to be negotiated."

Committee of Management Meeting – January 16 2003 - MINUTES

- Action** "Confirm prizes for 2003 raffle (*refer minutes of 12/12/02, 3.4*). Ticket sales to be 500 @ \$25 pending cost of jet fighter prize." Leo to follow up.
- 3.4.4 Action** "Kylie to source quotes on polo-shirts and T-shirts for committee shirts at Easter"
- 3.4.6 Action:** "Admat have offered inkind support to the festival. Use of this delivery service to be considered"
- 3.4.9 Action** "Kylie to retain 2002 town entry signs and have new dates over written"
- 3.4.11 Action** "Barry to approach the Bendigo Advertiser regarding an expanded program format detailing bands and entertainment"
- Action** "Kylie to complete Advertising program for 3BO/StarFM"
- 3.6 Motion** "To accept Gloria Turner and Shane Collihole's resignation and forward them a letter of appreciation"
- Action** "Kylie to send flowers to the Henderson family regarding the birth of their new son"
- 5. Action** "VCAL and Lead on to be approached by Barry for youth (volunteer) involvement in the festival.
- Next Meeting** Thursday 30th January 2003, 5pm
Closed: 8:52pm

Please note that future committee meetings have been scheduled as follows:

30 Jan - 5.00pm
13 Feb - 6.00pm - 7.30pm
27 Feb - 6.00pm - 7.30pm
13 Mar - 6.00pm - 7.30pm
27 Mar - 6.00pm - 7.30pm
10 Apr - 6.00pm - 7.30pm
24 Apr - 6.00pm - 7.30pm

Bendigo Easter Fair Incorporated

A/R Ageing Summary

As of January 16, 2002

01/16/02

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|---|------------------|------------------|------------------|------------------|-----------------|------------------|
| All Seasons International - Plat. Member | 550.00 | 0.00 | 0.00 | 0.00 | 0.00 | 550.00 |
| Balloons 'n' Novelties - Site holder | 0.00 | 0.00 | 1,500.00 | 0.00 | 0.00 | 1,500.00 |
| Bendigo Art Gallery - Advertiser | 0.00 | 550.00 | 0.00 | 0.00 | 0.00 | 550.00 |
| Bendigo Ballooning - Parade entrant | 0.00 | 0.00 | 0.00 | 0.00 | 22.00 | 22.00 |
| Bendigo Camera Club - Member | 0.00 | 19.00 | 0.00 | 0.00 | 0.00 | 19.00 |
| Bendigo Clothing Australia - Site holder | 0.00 | 0.00 | 0.00 | 0.00 | 385.00 | 385.00 |
| Bendigo Colonial Motor Inn - Gold Member | 275.00 | 0.00 | 0.00 | 0.00 | 0.00 | 275.00 |
| Bendigo Haymarket Inn - Silver Member | 0.00 | 110.00 | 0.00 | 0.00 | 0.00 | 110.00 |
| Bendigo Trust - Gold member | 275.00 | 0.00 | 0.00 | 0.00 | 0.00 | 275.00 |
| BGA Architects - Gold member | 275.00 | 0.00 | 0.00 | 0.00 | 0.00 | 275.00 |
| Brendan Drechsler Car Sales - Gold Member | 275.00 | 0.00 | 0.00 | 0.00 | 0.00 | 275.00 |
| Brian Dunn Ford - Gold member | 275.00 | 0.00 | 0.00 | 0.00 | 0.00 | 275.00 |
| Calder Motel- Silver Member | 110.00 | 0.00 | 0.00 | 0.00 | 0.00 | 110.00 |
| Cappuccino Man - Site holder | 0.00 | 400.00 | 0.00 | 0.00 | 0.00 | 400.00 |
| Central City Caravan Park - Silver Member | 110.00 | 0.00 | 0.00 | 0.00 | 0.00 | 110.00 |
| Central Victorian Baked Potatoes - Site h | 0.00 | 0.00 | 452.00 | 0.00 | 0.00 | 452.00 |
| City of Greater Bendigo | 0.00 | 11,000.00 | 0.00 | 11,000.00 | 0.00 | 22,000.00 |
| Clogs Restaurant & Pizza - Gold member | 275.00 | 0.00 | 0.00 | 0.00 | 0.00 | 275.00 |
| Coloured Hair Extensions - Site holder | 0.00 | 0.00 | 80.00 | 0.00 | 0.00 | 80.00 |
| Condor Helicopters | 0.00 | 550.00 | 0.00 | 0.00 | 0.00 | 550.00 |
| Country Design - Gold member | 275.00 | 0.00 | 0.00 | 0.00 | 0.00 | 275.00 |
| Digital Copy Systems. - Silver member | 110.00 | 0.00 | 0.00 | 0.00 | 0.00 | 110.00 |
| Discovery - Advertiser | 0.00 | 550.00 | 0.00 | 0.00 | 0.00 | 550.00 |
| Dungey Carter Ketterer Pty Ltd - Donation | 275.00 | 0.00 | 0.00 | 0.00 | 0.00 | 275.00 |
| Gillies Retail - Gold member | 275.00 | 0.00 | 0.00 | 0.00 | 0.00 | 275.00 |
| Halliday, Shayne. - Member | 0.00 | 0.00 | 0.00 | 0.00 | 1,282.78 | 1,282.78 |
| Holy Rosary Parents & Parishioners - Site | 0.00 | 0.00 | 440.00 | 0.00 | 0.00 | 440.00 |
| House Of Kong - Silver member | 110.00 | 0.00 | 0.00 | 0.00 | 0.00 | 110.00 |
| In 2 Designs - Site holder | 0.00 | 0.00 | 242.00 | 0.00 | 0.00 | 242.00 |
| Instant Cash - Sponsor | 0.00 | 0.00 | 0.00 | 0.00 | 330.00 | 330.00 |
| James Marketing - Site holder | 0.00 | 0.00 | 0.00 | 0.00 | 110.00 | 110.00 |
| Jo Joe's - Silver member | 110.00 | 0.00 | 0.00 | 0.00 | 0.00 | 110.00 |
| Kelra Enterprises - Site holder | 0.00 | 0.00 | 605.00 | 0.00 | 0.00 | 605.00 |
| Kingdom of Amusements - Site holder | 0.00 | 0.00 | 323.00 | 0.00 | 0.00 | 323.00 |
| Maverick Concepts - Site holder | 0.00 | 0.00 | 0.00 | 0.00 | 455.00 | 455.00 |
| Mr. Dairy Wipp - Site holder | 0.00 | 0.00 | 880.00 | 0.00 | 0.00 | 880.00 |
| Mr. Wipp & Mr. Kebab - Site holder | 0.00 | 0.00 | 1,694.00 | 0.00 | 0.00 | 1,694.00 |
| North West Country Credit - Gold Member | 275.00 | 0.00 | 0.00 | 0.00 | 0.00 | 275.00 |
| Pickles Auctions. | 0.00 | 0.00 | 0.00 | 0.00 | 364.00 | 364.00 |
| Porta-Putt - Site holder | 0.00 | 0.00 | 727.00 | 0.00 | 0.00 | 727.00 |
| Pure Orange Juice Co - Site holder | 0.00 | 0.00 | 467.50 | 0.00 | 0.00 | 467.50 |
| Quay's Outdoor Catering - Site holder | 0.00 | 0.00 | 288.00 | 0.00 | 0.00 | 288.00 |
| Rising Sun Hotel - Gold member | 275.00 | 0.00 | 0.00 | 0.00 | 0.00 | 275.00 |
| Ron Poyser Motors Pty Ltd - Silver member | 110.00 | 0.00 | 0.00 | 0.00 | 0.00 | 110.00 |
| Rotary Club of Bendigo - Sponsor/Advertis | 0.00 | 2,200.00 | 0.00 | 0.00 | 0.00 | 2,200.00 |
| Sandhurst Trustees - Sponsor | 11,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,000.00 |
| Schweppes/Cottees - Sponsor | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Showbag Enterprises - Site holder | 0.00 | 0.00 | 748.00 | 0.00 | 0.00 | 748.00 |
| Strawberries Galore - Site holder | 0.00 | 0.00 | 739.40 | 0.00 | -0.20 | 739.20 |
| The Fudge Factory - Site holder | 0.00 | 0.00 | 110.00 | 0.00 | 0.00 | 110.00 |
| The Pizzeria - Site holder | 0.00 | 0.00 | 1,826.00 | 0.00 | 0.00 | 1,826.00 |
| Tweed Sutherland - Gold member | 275.00 | 0.00 | 0.00 | 0.00 | 0.00 | 275.00 |
| VicHealth - Grants | 11,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,000.00 |
| Victorian Multicultural Commission - Gran | 2,200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,200.00 |
| Wok-A-Go-Go - Site holder | 0.00 | 1,441.00 | 0.00 | 0.00 | 0.00 | 1,441.00 |
| TOTAL | 28,710.00 | 16,820.00 | 11,121.90 | 11,000.00 | 2,948.58 | 70,600.48 |

Bendigo Easter Fair Incorporated

01/16/02

A/P Ageing Summary

As of January 16, 2002

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|-----------------------------------|---------------|-----------------|-----------------|-----------------|---------------|---|
| Australia Post | 0.00 | 403.19 | 0.00 | 0.00 | 0.00 | 403.19 |
| Banksia Productions | 0.00 | 0.00 | 941.60 | 0.00 | 0.00 | 941.60 <i>HOLD</i> |
| Bart 'n' Print - Supplier | 0.00 | 19.80 | 0.00 | 0.00 | 0.00 | 19.80 |
| Bendigo Advertiser | 0.00 | 326.60 | 68.85 | 0.00 | 0.00 | 395.45 |
| Bendigo Community Telco | 0.00 | 55.00 | 110.00 | 0.00 | 0.00 | 165.00 |
| Blueline Office Supplies | 150.72 | 147.49 | 0.00 | 0.00 | 0.00 | 298.21 |
| City of Greater Bendigo. | 0.00 | 0.00 | 0.00 | 1,561.05 | 0.00 | 1,561.05 <i>HOLD</i> |
| Coghlan, Mr. Bryan | 0.00 | 0.00 | 0.00 | 0.00 | 40.00 | 40.00 <i>HOLD</i> |
| Coliban Water | 180.60 | 0.00 | 0.00 | 0.00 | 0.00 | 180.60 |
| Digital Copy Systems | 103.75 | 0.00 | 0.00 | 0.00 | 0.00 | 103.75 |
| Ferguson, Mr. Dave | 0.00 | 0.00 | 0.00 | 0.00 | 160.00 | 160.00 <i>HOLD</i> |
| Filthy Monkey Prdouctions | 0.00 | 1,166.60 | 110.00 | 0.00 | 0.00 | 1,276.60 <i>PAY \$110 ONLY UNTIL INTERNET SITE IN P/c</i> |
| Geoff Roberts & Coeee | 0.00 | 0.00 | 0.00 | 0.00 | 150.00 | 150.00 <i>N/A</i> |
| Keating, Ms. Liz | 0.00 | 0.00 | 0.00 | 0.00 | 120.00 | 120.00 <i>HOLD</i> |
| Maldon Yabby Farm. | 0.00 | 0.00 | 0.00 | 0.00 | -150.00 | -150.00 <i>N/A</i> |
| Minit Computer Service - Supplier | 0.00 | 0.00 | 44.00 | 0.00 | 0.00 | 44.00 |
| Symes Transport - Supplier | 0.00 | 110.00 | 0.00 | 0.00 | 0.00 | 110.00 |
| Telstra | 0.00 | 139.56 | 0.00 | 0.00 | 0.00 | 139.56 |
| Tobacco Station | 0.00 | 25.00 | 0.00 | 0.00 | 0.00 | 25.00 |
| TOTAL | 435.07 | 2,393.24 | 1,274.45 | 1,561.05 | 320.00 | 5,983.81 |